



Division of Corporate Services
3105 S Martin Luther King Blvd
Suite 317
Lansing, MI 48910

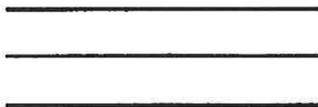
Prst Std
U.S. Postage
PAID
Complete Mailing
Service, Inc.

OPEN IMMEDIATELY
2015 ANNUAL MINUTES PREPARATION
BUSINESS MAIL—TIME SENSITIVE

WARNING:
\$2,000 Fine, 5 Years Imprisonment, or both
for any person interfering or obstructing with
delivery of this letter U.S. Mail TTT.18.Code
This is not a government approved or
authorized document

Annual Minutes Form

2015



Place stamp here
Post Office will
not deliver mail
without postage

Division of Corporate Services
3105 S Martin Luther King Blvd
Suite 317
Lansing, MI 48910



INSTRUCTIONS FOR COMPLETING THE ANNUAL MINUTES FORM

Review the preprinted corporate name and address on the form and make any changes if needed.

PLEASE PRINT CLEARLY

- Step 1: Designate a "Chair" and "Secretary". Each meeting must have a designated "chair" and "secretary". If you have a small company or haven't appointed anyone yet, simply list yourself for both.
- Step 2: List all shareholders, accounting for 100% ownership of the company. Here you want to list anyone who has equity ownership in the company. The total ownership % must be 100%.
- Step 3: List all directors. Here you need to list anyone on your board of directors or that holds a title (CEO, CFO, President, etc.): If you haven't established a board of directors just list yourself.
- Step 4: List all Corporate Officers. Provide the name and title of all you officers. Examples of officers are President, CEO, CFO, etc.
- Step 5: Please indicate whether the company operates as a non profit.
- Step 6: Enter contact information. Provide the name, email and phone number of a person we can contact with questions regarding your minutes.
- Step 7: Prepare payment. Make sure you provide all the needed credit card information or a properly filled out check. **PLEASE DOUBLE CHECK ALL THIS INFORMATION** as incorrect information will result in a delay in processing and preparation.
- Step 8: Signature. Please sign and date the form to confirm all the information you provided is true and correct, and to confirm payment.
- Step 9: Return your completed form and payment promptly to avoid delays in processing.

Submit the Annual Minutes Form together with the payment for the preparation of the documents to satisfy the annual minutes requirements for the corporation. **Submit payment of \$150.00 payable to:**

Division of Corporate Services
3105 S Martin Luther King Blvd
Suite 317
Lansing, MI 48910

Our professional team will complete your minutes and ship them back to you within four weeks.

Upon receiving your completed minutes please review and sign them. If you find errors please contact us at support@corporateservicesdivision.us or via phone at (855) 530-2615.

Please note...certain states require the filing of an annual report with the state on a periodic basis. Division of Corporate Services is not a filing service and does not file minutes with any government entity or agency.

